

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Office of Program Accountability Auditor	
		Division and/or Subdivision Office of Program Accountability	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Sacramento Headquarters	
		Class Title of Position Staff Services Management Auditor	
		Position Number 541-023-5841-904	
		Effective Date July 21, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the close supervision of the Staff Services Manager I (Manager, Assurance and Advisory Services), the Staff Services Management Auditor will conduct the less complex, less technical and least sensitive assurance audits and consulting engagements with the Institute of Internal Auditors Mission of Internal Audit, Core Principles for the Professional Practice of Internal Auditing (Standards) promulgated by the Institute of Internal Auditors. The incumbent will establish and maintain cooperative relationships, communicate effectively and with tact, as well as exercise professional judgment in adherence to Standards and completed staff work in activities performed. Duties include, but are not limited to:		
30%	*Collect and analyze data to determine risk factors. *Plan and complete assignments within budgeted hours and established milestones. *Collaborate with the Office of Program Accountability Manager, Assurance and Advisory Services to preliminarily develop and execute work programs. *Draw conclusions from testing using various methodologies. *Determine compliance with relevant State and Federal laws, rules, regulations, policies, procedures, and other requirements.		
	*Work with the Office of Program Accountability Manager, Assurance and Advisory Services to prepare accurate, objective, clear, concise, constructive, complete, and timely working papers supported by documented evidence and in accordance with Standards and other requirements for supervisory review. *Develop feasible and cost-effective recommendations based on objective and independent evaluation of evidence.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they encounter during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: See Page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only			
<input type="checkbox"/> Posted to Directory			
Initials and date _____			

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%

*Track and monitor results of assurance audits and consulting engagements. *Perform follow-up activities, including, but not limited to, collecting and analyzing evidence of remediation or risk acceptance. *Collaborate with the Office of Program Accountability Manager, Assurance and Advisory Services to prepare follow-up work papers and final disposition. *Develop or assist in developing and delivering presentations to executive and senior management. *Research, obtain, and interpret relevant authoritative criteria concerning the Department, the internal audit activity, and/or issues related to governance, risk, and internal controls. *Attend staff meetings and briefings.

10%

*Prepare and submit status reports for supervisory review. *Perform other job-related duties based on program needs and/or those needs required to fulfill the Department's mission, goals, and objectives. *Complete timesheets, travel requests, travel expense claims, training requests, and other administrative forms as necessary.

5%

*Attend training courses to maintain technical competence. *Complete monthly Quality Assurance and Improvement Program Staff Development Modules. *Attend meetings and conferences. *Participate in various working groups, forums, councils, and/or project teams. *Author articles on a variety of topics for publication.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: Up to 20% percent travel throughout the State may be required.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date